



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
OFFICE OF ACQUISITION AND GRANTS

October 10, 2006

MEMORANDUM FOR: Assistant Administrators
Staff Office Directors

FROM: Helen Hurcombe /original signed by/
Director

SUBJECT: FY 2007 Acquisition Planning

On February 28, 2006, I forwarded each of you the FY 2007 advance acquisition planning instructions. Since that time a number of things have happened that will impact acquisition planning in FY 2007 and in future years. On a positive note, as a result of effective planning, our Grants processing has been more equitably spread across the fiscal year, we are awarding more grants in advance of their start dates than we ever have, and we are awarding more grants within established leadtimes than we ever have before. Effective planning in the grants arena is one of the reasons we were able to absorb and complete almost 200 unplanned grant awards, including three with Hurricane Supplemental funds. The goal for FY 2007 is to make advance acquisition planning as effective as our grants planning has become.

We will continue to use SAM in FY 2007. In an effort to improve processes and to minimize “systems” overload, we will be looking at the planning process, including what systems exist that will fulfill the advance acquisition planning need, as part of the Acquisition Business Process Re-engineering effort. One of the systems we are considering is the existing grants planning tool which has been implemented for FY 2007. We are evaluating this system to determine whether the same tool can be used for both purposes. The one option that is not under consideration is not formally planning for acquisitions.

To that end, the intent of this memorandum is to communicate to you the FY 2007 and 2008 acquisition cut-off dates (Attachment A) and acceptance procedures for acquisition requests submitted after the cut-off dates. The format for requesting the Acquisition and Grants Office (AGO) to accept late acquisition requests is provided in Attachment B to this memorandum. This revised process has been determined necessary as a result of the continued submittal of acquisitions well after the established cut-off dates that impacts my offices’ ability to provide timely acquisition support and to comply with applicable acquisition regulations. Extraordinary efforts are exerted at the end of every fiscal year to accommodate these late requirements to the detriment of the quality of the acquisition product and prevents strategic acquisition planning from being effected. Accepting late acquisitions should be limited to those true emergencies and acquisitions for which it was impossible to plan (e.g., the cooling tower on a NOAA building becomes inoperable and must be replaced; there is a natural disaster such as Hurricane Katrina that disrupts operations or causes significant damage to NOAA facilities and the contents of those facilities, etc.).

As we move forward throughout the fiscal year, we will be actively looking to improve the acquisition planning process, including input from the program offices through the Acquisition BPR team. It is believed that we can leverage our success with grants planning to provide a more effective acquisition planning process. Questions regarding acquisition planning policy should be submitted to Dan Clever or I at 301-713-0325. Questions regarding the operation and use of SAM, should be referred to John Abbott at 301-713-0833, X196. Please share this information with all personnel within your office involved in the acquisition process.

cc: Deputy Assistant Administrators
Chief Financial Officers

FY 2007 AND 2008 ACQUISITION CUTOFF DATES**FY 2007**

Based on expected dates that the Finance Division will have to submit end-of-year reports to the Department of Commerce, all FY 2007 obligations must be recorded by September 21, 2007. The following cutoff dates are predicated on being able to complete all acquisitions on or before September 21, 2007!

<u>Description/Dollar Value of Acquisition Action</u>	<u>FY 2007 Cutoff Date</u>
Simplified Acquisitions < \$24,999.99 (37 days)	August 16, 2007
Simplified Acquisitions, \$25,000 - \$100,000.00 (75 days)	July 9, 2007
Any order for services against an existing contract (GSA Schedule, GWAC, IDIQ) (93 days)	June 21, 2007
Any other order against an existing contract (GSA Schedule, GWAC, IDIQ) (51 days)	July 23, 2007
Any order against A/E or construction MATOC (124 days)	May 21, 2007
Contracts – \$100,001 - \$499,999.99 (152 days)	April 23, 2007
Contracts - \$500,000 - \$4,999,999.99 (214 days)	February 20, 2007
Contracts - \$5,000,000 - \$9,999,999.99 (242 days)	January 23, 2007
Contracts - \$10,000,000 and over (327 days)	October 1, 2006
Options under existing contracts	90 days prior to current end Date
Interagency and Other Special Agreements (IOSAs)	
Requiring Economy Act D&F	
\$0 - \$4,999,999.99 (41 days)	August 13, 2007
> \$5,000,000 (83 days)	July 1, 2007

FY 2008

Based on expected dates that the Finance Division will have to submit end-of-year reports to the Department of Commerce, all FY 2008 obligations must be recorded by September 22, 2008. The following cutoff dates are predicated on being able to complete all acquisitions on or before September 22, 2008!

<u>Description/Dollar Value of Acquisition Action</u>	<u>FY 2007 Cutoff Date</u>
Simplified Acquisitions < \$24,999.99 (37 days)	August 15, 2008
Simplified Acquisitions, \$25,000 - \$100,000.00 (76 days)	July 9, 2008
Any order for services against an existing contract (GSA Schedule, GWAC, IDIQ) (95 days)	June 20, 2008
Any other order against an existing contract (GSA Schedule, GWAC, IDIQ) (62 days)	July 23, 2008
Any order against A/E or construction MATOC (125 days)	May 21, 2008
Contracts – \$100,001 - \$499,999.99 (153 days)	April 23, 2008
Contracts - \$500,000 - \$4,999,999.99 (216 days)	February 20, 2008
Contracts - \$5,000,000 - \$9,999,999.99 (244 days)	January 23, 2008
Contracts - \$10,000,000 and over (328 days)	October 1, 2007
Options under existing Contract	90 days prior to current end Date
Interagency and Other Special Agreements (IOSAs)	
Requiring Economy Act D&F	
\$0 - \$4,999,999.99 (41 days)	August 13, 2008
> \$5,000,000 (84 days)	July 1, 2008

Other Factors to Consider

1. The above dates assumes receipt of a complete procurement request package (ready requisition) with all necessary approvals and documentation. Any requisition received without the necessary approvals or documentation will not be considered accepted for processing. Any missing approvals and/or documentation must be received by the above cutoff dates.
2. If you are submitting a requisition for a renewal of an existing contract, treat it as if it is a new contract and allow a procurement action lead time consistent with those identified above but using the current end date of the contract as the award-by date. For example, a contract valued between \$100,001 and \$499,999.99 has a procurement action lead time of 152 days. If the current contract expires on June 30, 2008, the procurement request for the renewal must be submitted 152 days prior to that date or January 30, 2008.
3. A specific milestone plan should be negotiated between the assigned Contracting Officer Representative and the Contract Specialist which will establish submittal and award dates for each action requiring an advance acquisition plan. The above dates are general guidelines for planning purposes.

4. Any requisition submitted after the above dates is required to be accompanied by an approval by the Deputy Under Secretary for Oceans and Atmosphere in accordance with Attachment B.

SAMPLE APPROVAL MEMORANDUM FOR LATE ACQUISITIONS

MEMORANDUM FOR: John J. Kelly, Jr.
Deputy Under Secretary
for Oceans and Atmosphere

THROUGH: Helen Hurcombe
Director
Acquisition and Grants Office

FROM: *[Insert Name]*
Assistant Administrator for
[Insert Line Office]

- OR -

[Insert Name]
Director
[Insert Staff Office Name]

SUBJECT: Justification for Acceptance of Acquisition After Cutoff Date

Requisition No. _____

Description _____

Contracting Officer Representative/Project Officer _____

Purpose and Criticality of Acquisition:

[Insert an explanation of the purpose of the acquisition (e.g., continues maintenance of critical equipment; in support of newly mandated policy, research, programmatic requirements; corrects deficiency that has been identified, etc.)]

Priority of the Acquisition:

[Insert an explanation of what priority the particular acquisition has and identify what other, previously submitted acquisition(s) can be delayed, and possibly not awarded, in order to accommodate the late acquisition.]

Reason for Delayed Submittal:

[Insert an explanation of the reasons why submittal was not done on time and why delayed submittal could not have been avoided.]

Your approval is requested for the acceptance of the above-cited late acquisition with the understanding that acceptance by the servicing division is on a “best efforts” basis.

CONCURRENCE:

() Non-concur; it is not possible to complete the acquisition process for the above-cited acquisition in the time remaining

() Concur – AGO will make every effort to award the above-cited acquisition, following all acquisition laws and regulations.

Helen Hurcombe	Date
Director	
Acquisition and Grants Office	

APPROVAL:

- () Approved
- () Disapproved
- () Let's talk.

John J. Kelly, Jr.	Date
Deputy Under Secretary	
for Oceans and Atmosphere	